

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH COMMITTEE TELECONFERENCE
JANUARY 19, 2000**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, January 19, 2000, from 2:00 to 3:30 p.m. Eastern Standard Time (EST). The meeting was led by the committee's chair, Dr. Irene E. Ronning, of the Oregon Public Health Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

MINUTES FROM INTERIM MEETING

The committee made corrections to the minutes from the Interim Meeting. Included in these corrections was the "NELAC Needs You" section in which Dr. Ronning clarified that she forwards potential committee members names to the committee chairs and that it is the chair's responsibility to contact them. In addition, the committee will change the minutes to clarify that Ms. Jeanne Hankins is consulting the U.S. Environmental Protection Agency (USEPA) counsel, not that she is the counsel. The committee approved the minutes with the corrections. In addition to the minutes from the Interim Meeting, Dr. Ronning would like for the minutes from the September 28 and November 11, 1999 teleconferences to be posted on the NELAC Website. Dr. Ronning will send the minutes, with corrections, to Ms. Hankins, with the request that the USEPA post them on the NELAC Website.

TOPICS OF DISCUSSION

North American Free Trade Agreement (NAFTA)

There is general concern that there may be something in the NELAC Standards which may be in violation of NAFTA. This question has been taken to EPA counsel by Jeanne Hankins.

Replacement of Committee Members

The committee needs to replace five members by the next meeting. This will leave vacancies for two contributors and three voting members. Ms. Hankins reminded the committee that if a person serves on the Environmental Laboratory Advisory Board (ELAB), they cannot also serve on a committee. Dr. Ronning needs to have a list of possible candidates by May 10.

Fact Sheets

Changes to the Fact Sheets were discussed at the Interim Meeting. Mr. Zahniser will draft wording changes considered and forward them to Dr. Ronning.

Frequently Asked Questions (FAQ)

The committee has made corrections to the FAQs. These will be forwarded to Ms. Hankins for posting on the NELAC Website.

Bylaws

Article VI Committees, Section 2 (Duties). The committee has decided to keep this section. Mr. Zahniser will draft wording that may be similar to the following quote: "Each attendee at the Annual Meeting shall be identified with evidence of their voting status." This is presently done with the name tags.

Presentation Materials

The next meeting by teleconference will be devoted to the subject of presentation materials. This issue was tabled at the Interim Meeting because there was confusion regarding the content and the message that they were conveying.

Website Improvements

The committee brain stormed on how to improve the NELAC Website. Listed below are suggestions that were made:

- List of everything on the Website by topic
- Map of Website on layout
- Make it more intuitive
- Make it more user-friendly
- All changes are made by Mr. Michael Ciolek
- Move the Archives section
- Delete proposed standards
- Delete duplicate links
- Move old information to Archives to clarify things

Mr. Zahniser will research the site map idea and compare this with Mr. Ciolek's ideas. Ms. Hankins also suggested that Dr. Ronning e-mail the committee chairs and the chair of the Board of Directors to let them know that they need to contact the Membership and Outreach Committee with any changes they would like to see to the NELAC Website.

Mr. Ciolek will continue to be the Webmaster and will be the liaison for the web page even when he is no longer on the committee.

Committee Liaisons

Ms. Marge Prevost has contacted two committees about a liaison to the Membership and Outreach Committee. She has not heard anything since the initial contact.

NEXT MEETING

It was suggested that the committee members be thinking of how to get NELAC information out to laboratories unaware of who/what NELAC is.

ACTION ITEMS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
JANUARY 19, 2000

Item No.	Action	Date to be Completed
1.	Dr. Ronning will modify and send the minutes from the 9/28/99 and 11/11/99 teleconferences, and the Interim Meeting to Ms. Hankins to post on the NELAC Website.	
2.	The committee will replace five members by the Annual Meeting.	
3.	Mr. Zahniser will draft wording changes to the Fact Sheets considered at the Interim Meeting and forward these to Dr. Ronning.	
4.	Corrections that they made to the FAQs will be forwarded to Ms. Hankins and posted on the NELAC Website.	
5.	Mr. Zahniser will draft wording that may be similar to the following quote for Bylaws Article VI Committees, Section 2 (Duties) which the name tags presently handle: "Each attendee at the Annual Meeting shall be identified with evidence of their voting status."	
6.	The committee members will review the presentation materials for the next meeting.	
7.	Dr. Ronning will e-mail the committee chairs and the chair of the Board of Directors to let them know that they need to contact the Membership and Outreach Committee with any changes they would like to see to the Website.	
8.	The committee members will think about ways to get the word to labs who have no idea who/what NELAC is.	
9.	Mr. Zahniser will research the site map idea for the NELAC Website and compare this with Mr. Ciolek ideas.	

**PARTICIPANTS
MEMBERSHIP AND OUTREACH COMMITTEE MEETING
JANUARY 19, 2000**

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